
COMMONWEALTH ACCOUNTABILITY TESTING SYSTEM
KENTUCKY CORE CONTENT TEST and NATIONAL NORM REFERENCED TEST
DISTRICT ASSESSMENT COORDINATOR'S CERTIFICATION OF PROPER TEST ADMINISTRATION

District Name: _____ District ID Number: _____

I certify that, to the best of my knowledge

- Every effort was made to administer the full Kentucky Core Content Test (KCCT), the Augmented Norm referenced Test (NRT), Writing Portfolio assessments, the Alternate Portfolio assessments, and the NRT Grade 9 assessment to all eligible accountability grade level students;
- A student answer document (KCCT and/or Augmented NRT test booklet or NRT Grade 9 answer sheet) was completed for every accountability grade level student enrolled on the first day of the testing window, whether he/she was tested or not, and all appropriate student information sections on the KCCT, Augmented NRT, and NRT Grade 9 student answer documents have been completed properly;
- All students (submission and nonsubmission) participating in the Alternate Portfolio Program have been registered online using the Kentucky Alternate Assessment Electronic Student Count Form, and the information is accurate and complete;
- A Writing Portfolio Score Form for the Kentucky Writing Portfolio assessment has been assigned to every Grade 4, 7, and 12 student participating in the regular assessment who was enrolled on the first day of the testing window, whether he/she completed a portfolio or not, and all appropriate sections of the KCCT and Augmented NRT test booklets have been completed properly;
- Everyone involved with the Kentucky Commonwealth Accountability Testing System for this spring has read and signed a copy of the Appropriate Assessment Practices Form and the Administration Code for Kentucky's Educational Assessment Program. Copies of the signatures are maintained on file in the district; and
- The testing was done in accordance with the directions in the *Kentucky Commonwealth Accountability Testing System Administration Guide* and *Grade 9 Administration Manual for Test Administrators and Proctors*.

Further, I certify that

- A roster of all accountability grade level students enrolled in each school on the first day of the testing window has been delivered to me in the BAC administrative materials package from each school along with the shipment of KCCT and Augmented NRT test booklets and NRT Grade 9 answer sheets. A separate roster of all the students enrolled in the Alternate Portfolio Program is also enclosed;
- All test materials are being returned to CTB/McGraw-Hill as directed. If any KCCT or Augmented NRT test materials have inadvertently been left in the district, they will be secured and returned to CTB/McGraw-Hill immediately. If any NRT Grade 9 test materials remain in the building for use the following year, they will be kept secured; and
- I have informed the Kentucky Department of Education of any inappropriate procedures or uses of secure KCCT, Augmented NRT, or NRT Grade 9 assessment materials that may have occurred in my district. This includes reproduction of test materials (in whole or in part), sharing answers to test questions, and improper test administration procedures (e.g. inappropriate accommodations or transcriptions).

District Assessment Coordinator's Signature: _____ Date signed: _____

Return this form to CTB/McGraw-Hill in the DAC Administrative Envelope with the shipment of the KCCT and Augmented NRT test booklets. Only one form is required from each district to cover all of the KCCT, Augmented NRT, and NRT Grade 9 testing.